

# **STORM WATER ANNUAL COMPLIANCE EVALUATION REPORT FORM AND DISCHARGE MONITORING REPORT FORM FOR DISCHARGES FORM INDUSTRIAL ACTIVITY**

## **MONTANA DEPARTMENT OF ENVIRONMENTAL QUALITY**

Water Protection Bureau  
Storm Water Program  
P.O. Box 200901  
Helena, Montana 59620-0901

This form may be filled out on-screen, then printed, signed, and submitted. Please do not submit via e-mail or fax. Department policy requires original signatures and payment of all required fees before document review may begin.

### **PURPOSE OF THESE FORMS:**

The two forms in this package are to be utilized by all Permittees that are authorized (have been issued Permit Authorization Letters) to discharge storm water associated with industrial activity under the 2001 to 2006 *General Permit for Storm Water Discharges Associated with Industrial Activity* (hereafter called General Permit). These new forms are to be utilized in place of written correspondence used prior to 2001 for all Compliance Evaluation Reports for Comprehensive Site Inspections (informally called annual inspections) and in place of forms used in the past for Discharge Monitoring Reports (EPA NPDES DMR Form 3320). A copy of this form package is distributed with Permit Authorization Letters, but also is available on this web page: [www.deq.state.mt.us/wqinfo/MPDES/Stormwaterindustrial.asp](http://www.deq.state.mt.us/wqinfo/MPDES/Stormwaterindustrial.asp). It is expected Permittees should be able to readily complete these forms and refer to the General Permit for specific requirements as necessary. Permittees shall keep a copy of the General Permit. Also, please ensure this form is completed legibly and accurately so it does not need to be resubmitted.

This form package is divided into three major portions. Permittees may complete and submit the entire form package or only Section One or Section Two along with Section Three. This option depends on the General Permit requirements specific to your facility and/or the time of year. For the monitoring reporting period pertaining to the first half of a calendar year, only Sections Two and Three must be submitted. For the monitoring reporting period pertaining to the second half of a calendar year, a facility will need to submit the entire package, including Sections One, Two, and Three, because the Compliance Evaluation Report is due as well. For those facilities not required to perform storm water monitoring based on the General Permit, only Section One and Three need to be completed for a given calendar year.

The three sections of this form package consist of the following.

**SECTION ONE - ANNUAL COMPLIANCE EVALUATION REPORT FORM:** All authorized Permittees under the General Permit are required to conduct a Comprehensive Site Inspection annually during each calendar year the facility is authorized and to submit a Compliance Evaluation Report by January 28<sup>th</sup> following the respective calendar year's Comprehensive Site Inspection. Section One of this form must be utilized for completing the Compliance Evaluation Report and must be mailed to the above address by January 28<sup>th</sup>. The Permittee shall refer to Part IV.A.4. of the General Permit for specific requirements.

~~**SECTION TWO - DISCHARGE MONITORING REPORT FORM:** Certain authorizations issued under the General Permit will require storm water discharge sampling and analytical testing for various parameters. This sampling and testing is typically performed semi-annually (twice per year) during or immediately after storm events. The Permittee shall refer to Part III.A. of the General Permit and the Permit Authorization Letter to determine the specific requirements for storm water monitoring at the facility. Section Two of this form is to be utilized for completing Discharge Monitoring Reports. Part III.A.2. (table) of the General Permit lists those facility types that need to perform semi-annual monitoring and which parameters must be recorded and/or tested for. Refer to Part III.B.2. of the General Permit for reporting requirements pertaining to Section Two of this form. A separate Section Two DMR form must be completed for each specific point source discharge location that is required to be monitored.~~

**SECTION THREE – CERTIFICATION:** All forms and other information associated with this form package must be submitted in compliance with the Signatory Requirements stated in Parts V.G. and V.H. in the General Permit. Consequently, completion of Section Three is mandatory.

All required items must be completed on these forms as pertinent. If additional space is needed, the Permittee may use attached additional pages with specific reference to the continued section item as identified on the form.

## SECTION ONE: COMPLIANCE EVALUATION REPORT FORM

**For all Permittees authorized under the General Permit and based on Part IV.A.4 of the General Permit, please complete the following and submit this completed Section One of this form to the above address by January 28th of each year following the calendar year for which a Comprehensive Site Inspection was required to be performed.**

- a) Permit Authorization Number for facility: MTR000 \_ \_ \_
- b) Facility Name:
- c) Facility Location:
- d) What was the date(s) the Comprehensive Site Inspection(s) required under Part IV.A.4. of the General Permit was performed for this reporting year?
- e) What was the name(s) and title(s) of the person or personnel who performed the Comprehensive Site Inspection?
- f) Based on the Comprehensive Site Inspection, are the descriptions of potential pollutant sources accurate as required under Part IV.A.2. of the General Permit and as identified in the Storm Water Pollution Prevention Plan (SWPPP)?  
Yes      No      If no, please describe what measures have been or are being taken to update this information to be in compliance with the General Permit.
- g) Based on the Comprehensive Site Inspection, does the site map required under Part IV.A.2. of the General Permit reflect current conditions?      Yes      No      If no, please describe what measures have been or are being taken to update this information to be in compliance with the General Permit.
- h) Based on the Comprehensive Site Inspection, are the Best Management Practices (BMPs) identified in the SWPPP being effectively implemented?  
Yes      No      If no, please describe which measures are not being effectively implemented and why.

## SECTION ONE - CONTINUED

- i) Based on the Comprehensive Site Inspection, are any SWPPP revisions, additional BMPs, and/or BMP improvements necessary?      Yes      No      If yes, describe what revisions and/or BMP improvements are necessary.
- j) Summarize any other results from the Comprehensive Site Inspection that are not identified above (such as employee training performed, spills, potential discharges of pollutants from the site, other problems encountered, etc.).
- k) For those facilities required to perform storm water monitoring based on part III.A. of the General Permit, provide a summary of the evaluation of storm water quality data and any exceedances of the benchmark values, in compliance with Part III.A.7. of the General Permit.
- l) Based on the Comprehensive Site Inspection and the responses above, were there any incidents of noncompliance with the requirements in the General Permit and the SWPPP?      Yes      No      If the answer is no, proceed to item (m) below. If the answer is yes, list all incidents of noncompliance and indicate any corrective action(s) including a schedule for implementation.
- m) Check to certify the facility is in compliance with the SWPPP and General Permit.      Yes
- n) Proceed to Section Three and complete.

### SECTION THREE: CERTIFICATION (REQUIRED FOR ALL FORM SUBMITTALS)

**I CERTIFY UNDER PENALTY OF LAW THAT THIS DOCUMENT AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION IN ACCORDANCE WITH A SYSTEM DESIGNED TO ASSURE THAT QUALIFIED PERSONNEL PROPERLY GATHER AND EVALUATE THE INFORMATION SUBMITTED. BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THE SYSTEM, OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THE INFORMATION, THE INFORMATION SUBMITTED IS, TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE, ACCURATE, AND COMPLETE. I AM AWARE THAT THERE ARE SIGNIFICANT PENALTIES FOR SUBMITTING FALSE INFORMATION, INCLUDING THE POSSIBILITY OF FINE AND IMPRISONMENT FOR KNOWING VIOLATIONS.**

\_\_\_\_\_  
Signature of Permittee (legally responsible person)

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title (printed)